

Appendix D

Quarterly Universal Waste Report Instructions

The quarterly universal waste report form is **for use by instate consolidators** that are taking universal waste via a log system of tracking from instate small universal waste generators and/or from instate central accumulation facilities. This form will take the place of Uniform Bills of Lading (UBOL) for movement of waste to the instate consolidator's facility from these two types of facilities. All outgoing shipments from the consolidator's facility must be on either a UBOL or Hazardous Waste Manifest. **A consolidator may use the alternative Quarterly Report Form contained in Appendix K.**

The quarterly universal waste report should be filled out according to the following guidance:

1. The Consolidation Facility should complete Form A.
2. Identify all generators and Central Accumulation Facilities that shipped universal waste using a log to your facility during the reporting quarter.
3. Complete Form B for each generator or Form C for each central accumulation facility identified in step 2.
4. The Consolidation Facility can either submit a copy of the generator's/central accumulation facility's Log Form – Parts 1 & 2 or submit Form D summarizing the waste received from each generator/central accumulation facility identified on Form B and C above. The consolidator may list all universal waste from “**Household Generators**” on a single Form D.
5. If a Central Accumulation Facility or Transfer Station/Recycling Center chooses to use a Universal Waste Log Form (Appendix E) to accept universal waste but their Consolidation Facility is not willing to submit quarterly universal waste reports, the Central Accumulation or Transfer facility must ship waste to the Consolidation Facility using a UBOL or manifest and must attach a copy of the Log Form to the State's copy of the UBOL or manifest. As an alternative to the log form, the Quarterly Report Form contained in Appendix K can be attached to the UBOL or manifest.
6. Submit all completed forms to:

**Maine Department of Environmental Protection
Bureau of Remediation and Waste Management
Division of Oil and Hazardous Waste Facilities Regulation
17 State House Station
Augusta, Maine 04333-0017
Attn: Hazardous Waste Manifest Section**

Quarterly Universal Waste Report

Form A

Report covers period: From: ____/____/____ To: ____/____/____

EPA ID _____

Consolidation Facility Name:

Consolidation Facility Location:

Street

Street (cont.)

City/Town

State

Zip Code

Consolidation Facility Mailing Address: ____ Same as above.

Street

Street (cont.)

City/Town

State

Zip Code

Contact Person:

Name

Job Title

Quarterly Universal Waste Report

Form B

Report covers period: From: ____/____/____ To: ____/____/____

EPA ID _____

Generator Name:

Generator Location:

Street

Street (cont.)

City/Town

State

Zip Code

Generator Mailing Address: ____ Same as above.

Street

Street (cont.)

City/Town

State

Zip Code

Contact Person:

Name

Job Title

Quarterly Universal Waste Report

Form C

Report covers period: From: ____/____/____ To: ____/____/____

Maine or EPA ID ____

Central Accumulation Facility Name:

Central Accumulation Facility Location:

Street

Street (cont.)

City/Town

State

Zip Code

Central Accumulation Facility Mailing Address: ____ Same as above.

Street

Street (cont.)

City/Town

State

Zip Code

Contact Person:

Name

Job Title

Quarterly Universal Waste Report

Form D

Report covers period: From: ____/____/____ To: ____/____/____

Generator/Central Accumulation Facility Name: _____

Waste Type Code ¹	Lamp Size (2',4',8') or type (U tube)	Battery Type ³	CRT/FPD Type ⁴	# of UW Items ²	Date Received	Comments
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

¹Waste Type Codes:

Battery = **BT**
 Cathode Ray Tubes = **CR**
 Electronic Devices, including circuit boards = **ED**
 Lamps = **H**
 Mercury-containing Thermostat = **TH**
 PCB Ballast = **PC**
 Mercury Device (including mercury thermometers) = **MD**
 Motor Vehicle Mercury Switches = **MS**
 Flat Panel Display = **FPD**
 Electronic Devices (including circuit boards) = **ED**

²# of Universal Waste Items:

Total individual number of items, i.e.: individual lamps, CRTs, thermostats, batteries, PCB ballasts.

³Battery Type:

Lithium = Li, Mercuric Oxide = HgO, Nickel Cadmium = NiCd, Nickel Metal Hydride = NiMH, Silver Oxide = AgO

⁴CRT Type:

Computer or Television

Attach Form B and /or C as appropriate.